

Group/Foster Home Grant Funds
for Children with Disabilities
Procedures and Instructions
Fiscal Year 2019-2020

Contact for additional information and questions:

Jamie Davis, Administrative Specialist
Special Programs and Data Section
Exceptional Children Division
N.C. Department of Public Instruction

Phone: (919) 807-3367
Email: jamie.davis@dpi.nc.gov

The references listed below are information and directions to guide the Public-School Unit (PSU) with completing the Group/Foster Home (GFH) Grant Funds application for children with disabilities and submitting updated information throughout the year:

Procedures for Requesting Group/Foster Home Funds

Applying for Funds	Page 2
Submitting an Application via email and Password Protection	
Group/Foster Home Licensing	
Eligible Students	
Withdrawals	Page 3
Other Details	

Procedures for Requesting Group/Foster Home Grant Funds

Group/Foster Home (GFH) Grant Funds, allocated to PSUs in State PRC 032 and Federal PRC 060, are comparable to child count and average daily membership funds. Funds are for newly enrolled students who were not included with either of the previous year's child count reports and did not generate ADM funds.

Applying for GFH Funds: Applications must be submitted within sixty (60) calendar days of a student's enrollment in order to request funds. Applications can be submitted throughout the school year until May 15th. Applications sent postal mail will no longer be accepted. Funding cannot be allotted without an approved Group/Foster Home application. Funding is contingent upon the availability of funds.

Beginning October 21, 2019, the MS Word fillable applications must be emailed as a password protected document to the SpecialGrants@dpi.nc.gov email address. EC Division personnel will review applicant students' supporting documentation in ECATS and PowerSchools.

Password Protected Email Instructions

- If compatible encryption is not available to both parties, data should be password protected. The password should be given to the recipient through a different medium, such as a phone call. Never provide the password in notes or documents accompanying the actual data file, or another email. Additionally, the password should not be transferred via voicemail.
- When protecting the document with a password, go to File>Info>protect document, in the dropdown. Select Encrypt with password. A box will populate for you to enter a password (passwords are case sensitive).
- Once the document is password protected, save the document as PSU#_PSUName_GFHapplication then email it to specialgrants@dpi.nc.gov

Applications are processed in the order in which they are received. The email system provides the EC Division with a date and time stamp of the applications submitted. EC Division personnel will use information in ECATS and PowerSchool to verify student eligibility.

Applications received after sixty (60) calendar days of enrollment may not be processed or may be prorated based on the date the application was received.

The PSU is to ensure that the Group/Foster Home is licensed by the appropriate agency for 24-hour care. The local Department of Health and Humans Services may be able to assist with verification. Although not all inclusive, a listing of licensed facilities is located via the links below:

NC Division of Social Services Licensing Services website:

<http://www.ncdhhs.gov/dss/licensing/listings.htm>

NC Division of Health Services Regulation – Licensed Facilities website:

<http://www.ncdhhs.gov/DHSR/reports.htm>.

Educational programs under the Department of Health and Human Services and private entities are not eligible to receive Group/Foster Home or Special State Reserve funding.

Eligible Students: Children with disabilities who have a current IEP, have enrolled during the current school year and are residing in licensed for 24 hour care Group/Foster Homes are eligible for these funds. To be eligible, these students were not included with the PSUs child counts on December 1 or April 1 during the previous school year; therefore, the students did not draw down funds to assist with their educational and related service needs.

For students whose costs exceed the Group/Foster Home allocation, PSUs may submit a Special State Reserve (SSR) Grant Funds application in lieu of a Group/Foster Home Grant Funds application. SSR funds are student specific and only for the initial year of enrollment/placement in the school program. See “*Special State Reserve Grant Funds Procedures and Instructions*” for additional information.

Withdrawals: The PSU must report all withdrawals no later than ten (10) calendar days after the withdrawal date using the MS Word application form. It also serves as a withdrawal form.

- These funds are child count funds and may be used for other children after the child that generated the funds has been served.
 - The remaining funds from a student who withdrew will be credited to a new student who enrolls. In these cases, no additional funds will be allocated from the Exceptional Children Division. The newly enrolled student replaces the student who withdrew.
 - PSUs receiving Group/Foster Home funds for students who are in attendance **less than** a school month [twenty (20) school days] must return the unused portion of the allocation minus one month of funding. The PSU may retain these funds and apply them towards another newly enrolled eligible Group/Foster Home student. In this event, no additional funds will be allocated from the Exceptional Children Division.
- Do not hold withdrawals until the end of the year.

Other Details:

- A student **cannot** receive Group/Foster Home, Special State Reserve, and Behavioral Support funds in the same year. The PSU must determine which application is most appropriate to meet the needs of the student.
- The home PSU where the parents/guardians of the child have legal residence will not transfer any local funding to the host PSU serving the child until all state and federal funds have been exhausted.
 - In the event state funds are exhausted, the Exceptional Children Division will allot the federal portion of the Group/Foster Home allocation. The home PSU will transfer local funds to the host PSU at that time.
 - The amount of local funds sent to the host PSU is based on the home PSU’s per pupil allocation. The amount will differ for each PSU.
 - How local funds are transferred is a PSU decision. The Exceptional Children Division is not involved in the transfer or the process used to transfer these local funds.